

HOW TO USE THE KEY WORD IN CITATION INDEX

The preceding Site-Specific Documents Index is arranged in classified order. The Key Word in Citation Index in this section is used in conjunction with the Site-Specific Documents Index to locate documents by key words appearing in their descriptions. It is arranged alphabetically by the key words.

For example, if you were trying to find a particular letter by John Mitchell, but did not know when he wrote it, you look in the Key Word In Citation Index under "Mitchell". Three entries include this word:

Letter from John W. <u>Mitchell</u> Florida Department of Envir	3.10	10/19/94
ndum from John W. <u>Mitchell</u> Florida Department of Envir	4.9	03/01/95
Letter from John W. <u>Mitchell</u> Florida Department of Natur	16.1	06/25/92

The underlined boldface word is the key word.

The words before and after the key word show the context in which it appears in the description. Since only 56 characters are available for the context, the beginning and/or end of the description may be cut off.

The information on the far right side of the line is the classification and date under which you can find the complete citation in the Site-Specific Documents Index.

Since you know you are looking for a letter, check the document dated 10/19/94 in classification 3.10 and the one dated 06/25/92 in classification 16.1 in the Site-Specific Documents Index. After looking at the full citations, you discover the item you need:

3. Letter from John W. Mitchell, Florida Department of Environmental Protection to Shawn C. Leutchens, EPA Region IV. (October 19, 1994). Concerning comments on the Final Remedial Investigation Report dated September 1994.

While locating personal names is an important use of the Key Word in Citation Index, you could have found this document by looking under any of the following words which appear in the description:

Letter	John	Florida
Environmental	Protection	comments
Final	Remedial	Investigation

Note, however, the following lists of words that are not included in the Index:

- Single initials or initials with spaces between them (i.e., T., H., and T. H.)
- Most Abbreviations (i.e., ATSDR, NOAA, etc.)
- Common word (i.e., a, an, the, does, is, I, it, not, this, that, etc.)

KWIC Index
Administrative Record Key Word in Citation
for
CHEVRON CHEMICAL CO. (ORTHO DIVISION) NPL Site
(Explanation of Significant Differences)

Document Description			Break	Date
. Green, EPA Region IV (with attachment). This memorandum served as a request for an	5. 9	06/28/2000
V. [Filed and cited as an attachment		to entry 2 in 5.9 RECORD OF DECISION (ROD	13. 9	07/2000
dwater," prepared for Chevron Chemical		Company, by Geomega.	5. 9	02/11/2000
Differences for the Chevron Chemical		NPL Site, Orlando, Orange County, Florida.	5. 9	06/28/2000
ificant Differences, Chevron Chemical		Company, Orlando, Orange County, Florida," E	13. 9	07/2000
utative Lindane Cosolvency in Chevron		, Orlando, Florida, Site Groundwater," prepared	5. 9	02/11/2000
te Groundwater," prepared for Chevron		Chemical Company, by Geomega.	5. 9	02/11/2000
nificant Differences for the Chevron		Chemical NPL Site, Orlando, Orange County, F	5. 9	06/28/2000
n of Significant Differences, Chevron		Chemical Company, Orlando, Orange County,	13. 9	07/2000
EPA Region IV. [Filed and cited		as an attachment to entry 2 in 5.9 RECORD O	13. 9	07/2000
prepared for Chevron Chemical Company		, by Geomega.	5. 9	02/11/2000
ifferences, Chevron Chemical Company		, Orlando, Orange County, Florida," EPA Regio	13. 9	07/2000
served as a request for and concurrence		with the proposed Explanation of Significant Dif	5. 9	06/28/2000
of Xylene on Putative Lindane Cosolvency		in Chevron, Orlando, Florida, Site Groundwater	5. 9	02/11/2000
cal NPL Site, Orlando, Orange County		, Florida.	5. 9	06/28/2000
ical Company, Orlando, Orange County		, Florida," EPA Region IV. [Filed and cited as	13. 9	07/2000
F DECISION (ROD) - Record of Decision		(ROD)].	13. 9	07/2000
t to entry 2 in 5.9 RECORD OF DECISION		(ROD) - Record of Decision (ROD)].	13. 9	07/2000
Memorandum from William C. Denman		, EPA Region IV, to Richard D. Green, EPA Re	5. 9	06/28/2000
ed Explanation of Significant Differences		for the Chevron Chemical NPL Site, Orlando,	5. 9	06/28/2000
t: Explanation of Significant Differences		, Chevron Chemical Company, Orlando, Orang	13. 9	07/2000
"An Evaluation of the Effect		of Xylene on Putative Lindane Cosolvency in C	5. 9	02/11/2000
and cited as an attachment to entry		2 in 5.9 RECORD OF DECISION (ROD) - Rec	13. 9	07/2000
andum from William C. Denman, EPA		Region IV, to Richard D. Green, EPA Region I	5. 9	06/28/2000
gion IV, to Richard D. Green, EPA		Region IV (with attachment). This memorandu	5. 9	06/28/2000
ndo, Orange County, Florida," EPA		Region IV. [Filed and cited as an attachment	13. 9	07/2000
"An Evaluation		of the Effect of Xylene on Putative Lindane Cos	5. 9	02/11/2000
concurrence with the proposed Explanation		of Significant Differences for the Chevron Che	5. 9	06/28/2000
Cross-Reference: "Fact Sheet: Explanation		of Significant Differences, Chevron Chemical C	13. 9	07/2000
Cross-Reference: "Fact Sheet: Explanation		Sheet: Explanation of Significant Differences, C	13. 9	07/2000
Florida," EPA Region IV. [Filed		and cited as an attachment to entry 2 in 5.9 RE	13. 9	07/2000
olvency in Chevron, Orlando, Florida		, Site Groundwater," prepared for Chevron Che	5. 9	02/11/2000
Site, Orlando, Orange County, Florida		.	5. 9	06/28/2000
pany, Orlando, Orange County, Florida		," EPA Region IV. [Filed and cited as an attac	13. 9	07/2000
Chevron Chemical Company, by Geomega		.	5. 9	02/11/2000
EPA Region IV, to Richard D. Green		, EPA Region IV (with attachment). This memor	5. 9	06/28/2000
vron, Orlando, Florida, Site Groundwater		," prepared for Chevron Chemical Company, by	5. 9	02/11/2000
Effect of Xylene on Putative Lindane		Cosolvency in Chevron, Orlando, Florida, Site	5. 9	02/11/2000
on IV (with attachment). This memorandum		served as a request for and concurrence with t	5. 9	06/28/2000
Memorandum		from William C. Denman, EPA Region IV, to Ri	5. 9	06/28/2000
ces for the Chevron Chemical NPL		Site, Orlando, Orange County, Florida.	5. 9	06/28/2000
n Chemical NPL Site, Orlando, Orange		County, Florida.	5. 9	06/28/2000
n Chemical Company, Orlando, Orange		County, Florida," EPA Region IV. [Filed and	13. 9	07/2000

KWIC Index
Administrative Record Key Word in Citation
for
CHEVRON CHEMICAL CO. (ORTHO DIVISION) NPL Site
(Explanation of Significant Differences)

Document Description			Break	Date
ndane Cosolvency in Chevron,	<u>Orlando</u>	, Florida, Site Groundwater," prepared for Chevr	5. 9	02/11/2000
e Chevron Chemical NPL Site,	<u>Orlando</u>	, Orange County, Florida.	5. 9	06/28/2000
s, Chevron Chemical Company,	<u>Orlando</u>	, Orange County, Florida," EPA Region IV. [Fi	13. 9	07/2000
, Florida, Site Groundwater,"	<u>prepared</u>	for Chevron Chemical Company, by Geomega.	5. 9	02/11/2000
for and concurrence with the	<u>proposed</u>	Explanation of Significant Differences for the C	5. 9	06/28/2000
on of the Effect of Xylene on	<u>Putative</u>	Lindane Cosolvency in Chevron, Orlando, Flori	5. 9	02/11/2000
RECORD OF DECISION (ROD) -	<u>Record</u>	of Decision (ROD)].	13. 9	07/2000
attachment to entry 2 in 5.9	<u>RECORD</u>	OF DECISION (ROD) - Record of Decision (R	13. 9	07/2000
Cross-	<u>Reference</u>	: "Fact Sheet: Explanation of Significant Differen	13. 9	07/2000
. This memorandum served as a	<u>request</u>	for and concurrence with the proposed Explan	5. 9	06/28/2000
C. Denman, EPA Region IV, to	<u>Richard</u>	D. Green, EPA Region IV (with attachment). T	5. 9	06/28/2000
(ROD) - Record of Decision (<u>ROD</u>)).	13. 9	07/2000
2 in 5.9 RECORD OF DECISION (<u>ROD</u>) - Record of Decision (ROD)].	13. 9	07/2000
attachment). This memorandum	<u>served</u>	as a request for and concurrence with the prop	5. 9	06/28/2000
Cross-Reference: "Fact	<u>Sheet</u>	: Explanation of Significant Differences, Chevro	13. 9	07/2000
h the proposed Explanation of	<u>Significant</u>	Differences for the Chevron Chemical NPL Site	5. 9	06/28/2000
: "Fact Sheet: Explanation of	<u>Significant</u>	Differences, Chevron Chemical Company, Orla	13. 9	07/2000
Memorandum from	<u>William</u>	C. Denman, EPA Region IV, to Richard D. Gre	5. 9	06/28/2000
n Evaluation of the Effect of	<u>Xylene</u>	on Putative Lindane Cosolvency in Chevron, O	5. 9	02/11/2000